PBPS (KIT) Accessibility - Maine Office of Substance Abuse (OSA)

Access (√) to System Modules by Prevention Providers, One ME Evaluators & OSA

Module	Section (sub-module)	Prevention Providers	One Me Evaluators	One ME/OSA Staff
Monitor/Analysis		√	√	√
Assessment[1]		√	√	√
Planning & Progress	Problem Statement	√	√	√
	Long/Inter Outcome	√	√	√
	Short-term Outcome	√	√	√
Program		√	√	√
Services/Activities	Services/Activities	√	Through Reports	Through Reports
	Staff Service Time	√	Through Reports	Through Reports
Evaluation	Process	√	Through Reports	Through Reports
	Outcome	√	Through Reports	Through Reports
Coalition	Registration	√	√	√
	Meeting	√	√	√
Administration	Participant Info.	√	Aggregate Reports Only	Aggregate Reports Only
	Staff Info.	√	Through Reports	Through Reports
	Provider Info.	√	√	√
	Print Forms	√	√	√
	Reports	√	√	√
	Administration Time	√	√	√
	Sub-recipient Checklist	√	√	√
	Quarterly Progress Report	√	√	√

- OSA/Evaluators will not have direct access to the shaded modules. We will, however, be able to generate a variety of reports that will allow for monitoring of system contents. *Neither OSA nor the evaluators will ever have access to identifying information on individual participants. Demographic data will be available only in aggregated reports.* At the local level, Prevention Providers (Administrators) set the access to participant and all other information stored in KIT. Geoff Miller (287-8907) can help you decide who should have what kind of access, if you want help with this.

- Participant Information Module of KIT has a new feature, the encryption button that is located at the top right hand corner of the screen. One ME Coalitions should not use this button, because One ME names are already encrypted and if you use this button, you will lose all your participant names. Safe and Drug Free School Funded Programs may use this button, but with caution. This encryption button will permanently replace the participants name with a unique identifier (number) within the system. The name will never again appear in the system. In order to keep attendance, prevention providers will need to create a Master List to match participant names with the unique identifiers. If you do not have a Master List you will have lost names. It will be the Prevention Providers responsibility to keep this list secure. If you are thinking of using this button, please contact Geoff Miller to discuss the ramifications.

- KIT Solutions will have access to all modules to enable them to provide technical assistance.

- There will be an annual "data dump" of the contents of the system that will go to the OSA Data Analysis unit on disk. This will constitute a back-up of the information in the system. *Identifying information on individual participants is stripped from the data when it is downloaded.*

- Training on the "KIT" system will be held monthly to provide a refresher for anyone who wants one and initial training for new Prevention Providers or data entry people.

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[1] This module is not yet operational, because OSA has its own Needs and Resources Assessment.